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DDS&T 5633-78

29 November 1978

MEMORANDUM FOR: Director of Logistics, DDA
Director, National Photographic Interpretation
Center
[Redacted] Office of Security
[Redacted] Office of General Counsel
[Redacted] Director, DDS&T
Chief, Contract Staff, OD&E
Chief, Contract Team, DEG/OD&E
Contract Staff, [Redacted] OD&E
Contract Staff, SPG/OD&E
Chief, Contract Staff, ORD
Chief, Special Contracts & Procurement Staff, OSO
Chief, Contract Management Branch, OTS

SUBJECT : National Programs Contract Review Board

1. Transmitted herewith is a copy of the approved Charter of the National Programs Contract Review Board. You will note that this Charter specifies what actions are within the purview of the Board. The Chairman has tasked the undersigned to commence with the establishment of procedures and advise the Contracting Officers responsible of how the proceedings of the Board will be accomplished. I will keep all participants aware of the actions taken and will appreciate any comments you may have in the interim vis-a-vis either timing, organization of material, or specific material which you anticipate helpful in your future participation or deliberations.

2. In addition, the Chairman has also asked that each of the effected offices or their respective Contracting Officer provide a quarterly forecast of those actions which they anticipate will require Board review. You are requested to provide this forecast by 10 December 1978.

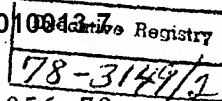
[Redacted]
Executive Secretary
National Programs Contract Review Board

Attachment:
As stated

cc:
Chairman, NPCRB

IMPDET
CL BY [Redacted]

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DDS&T-4856-78
6 October 1978

NATIONAL PROGRAMS CONTRACT REVIEW BOARD

I. GENERAL

There is hereby established within the Directorate of Science and Technology (DDS&T) a National Programs Contract Review Board (NPCRB) which is separate from the existing mechanisms used for review of CIA funded procurement actions as set forth in Headquarters Regulation No. [redacted] (HR [redacted]). The NPCRB is advisory to the DDS&T and assists him in carrying out his responsibilities as Program Director for National Programs. The Board also reports to the DDS&T on contract and procurement policies and procedures.

II. DEFINITIONS

Major system means that combination of elements that will function together to produce the capabilities required to fulfill a mission need. The elements may include, for example, hardware, software, and construction, or other improvements of real property. Major system acquisition programs are those programs that: (1) are directed at and critical to fulfilling a National mission, (2) entail the allocation of relatively large resources, and (3) warrant special management attention. Systems meeting the aforesaid criteria will not be considered as major unless they are expected to result in contracts totaling at least [redacted]. The terms "major systems" and "major programs" are interchangeable for the purposes of this document.

III. ORGANIZATION

A. The Board shall be chaired by the Associate Deputy Director for Science and Technology and have the following membership: the Director of Logistics or, in his absence, a representative appointed by him; a Senior Program Manager appointed by the DDS&T; a Legal Advisor appointed by the General Counsel; a Security Advisor appointed by the Director of Security; and the Comptroller, DDS&T, as a finance advisor representing the Director of Finance.

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B. The Chief, Procurement Management Staff, DDS&T (C/PMS/DDS&T) will act as an advisor and as the Executive Secretary. The Executive Officer, DDS&T will act as Executive Secretary in the absence of the C/PMS/DDS&T.

C. A representative of Detachment A of the Defense Contract Audit Agency (DCAA) may be asked to act as an advisor to the Board as deemed necessary by the Chairman.

D. The Board and the Executive Secretary will rely on the DDS&T staff, the Office of Development and Engineering, and other components within the directorate for secretarial and clerical assistance, and for reports, studies, and other information in order that the procurement process and the Board's action may proceed in an orderly and timely fashion.

E. Representatives from other Agency components, as well as other Government officials, may be invited to advise the Board as appropriate.

IV. RESPONSIBILITIES

A. In considering contract actions as specified below, the Board will review the specific procurement process and advise the DDS&T on the propriety and legality of the proposed contract action and on the appropriateness of the security requirements encompassed therein. This review will consider applicable procurement laws and regulations as well as good business practice.

B. The Board will review all contract actions leading to major system procurements. Specifically, the Board will review selection of contractors and associated contracts for the system definition phase of major systems. The Board will also review the contracts for final system design and for major system procurements on those programs approved for full scale acquisition. The Board will review the source selection for adequacy and conformity with established procedures and regulations and review the contractor selection recommendation. The Board will also concern itself both with significant upgrades or major supplemental acquisitions of existing major systems when the cost of such upgrades or follow-on procurements exceed

C. The Board will normally not be required to review contracts for studies, advanced technology programs, or O&M contracts for ongoing operational programs. However, such

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contracts may be referred to the Board for consideration when desired by the Contracting Officer, at the request of a Board member or by direction of the Chairman of the Board.


D. The Board will promptly report its findings on each contract action reviewed by the Board to the DDS&T and to the National Programs Contracting Officer. The Board, as a whole, or at the request of any member of the Board will provide to the DDS&T its recommendations on contract and procurement policies practices and procedures.


E. The Board will not assume any operational, technological, or contracting responsibility.

F. Review Board deliberations will be conducted within the current National Programs security framework.

V. EXCEPTIONS

Review by the Board of proposed individual contracts or classes of contracts may be waived by the DDS&T or his designee.


LESLIE C. DIRKS
Deputy Director
for
Science and Technology


Deputy Director of Central Intelligence

Oct 6, 1978
Date